



Natural Resources Conservation Service
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July 22, 2003

OKLAHOMA BULLETIN NO. OK180-3-9

SUBJECT: CPA – New Customer Service Toolkit Template for Revision to Plans or Schedule of Operations or Modification of a Contract

Purpose: To provide an updated electronic template file to be downloaded on field office computers for use with Customer Service Toolkit.

Expiration Date: September 30, 2003

IMMEDIATE ACTION REQUIRED

The attachment to this bulletin is a revised template for Customer Service Toolkit (CST). The AD-1156 posted on the e-Forms website and the AD-1156E template released with CST version 4.1 did not have the column for cost basis shown on the form. This template once again includes that column the way it was on the old LTP-12 form.

This template needs to be saved on EVERY Windows XP workstation in all field offices and tribal offices using Customer Service Toolkit 4.1. Offices that have not been converted to XP and Toolkit 4.1 prior to July 28th will have the file loaded on the machines at the time of XP conversion and no action will be needed by field office users.

Instructions for saving the attached template file to the workstation:

DO NOT OPEN THE ATTACHMENT. Right click on the file name of the attachment to this bulletin. Select **Save Target As** or **Save Link As**. In the Save as window, navigate to **C:\Program Files\Microsoft Office\USDA Workgroup Templates**. Make sure the filename is still **ContractAD-1156.xlt** and select **Save**.

It is recommended that the template files used in Toolkit be customized for the local office. The steps for customizing templates can be found in Helpful Hint #17 of the Customer Service Toolkit User's Guides.

Contact your team CST contact or Suzanne Collier at 405.742.1234 if you have questions on these instructions or problems downloading the file into the correct directory.

/s/ Les Conner acting for:

M. DARREL DOMINICK
State Conservationist

Attachment

DIST: AO